

**State of Nevada
Department of Education
Office of Teacher Licensing**

Instructions for License Renewal

To apply for renewal of a Nevada teaching license, you must submit all of the following:

- ☐ Completed Application for License Renewal
- ☐ Two (2) completed FBI fingerprint cards FD-258 (REV 5-11-99) and Fingerprint Authorization Form (Effective January 1, 2012.)
- ☐ Official transcripts of credits required for license renewal and/or in-service certificates.
- ☐ Application renewal fee of \$131.00. **Cashier's check or money order only** payable to the Nevada Department of Education. (Effective January 1, 2012.)

Credits must be earned from a regionally accredited college/university and submitted on an official transcript; through PDE/in-service or other pre-approved NDoE CEU providers (copies of certificate(s) required); or as otherwise allowed by regulation. **Photocopies and faxes of transcripts will not be accepted.** Hand carried transcripts are acceptable as long as they are official. Transcripts are considered official if they bear the school seal and registrar's signature. Additional information on renewal credits can be found in NAC 391.075.

Omission of an endorsement—Please submit Form TL.OLE with your renewal form. If you do omit an endorsement, you will be required to pay a fee to add it back to your license. Some endorsements may require testing if dropped and later added back to the license. Do not omit an endorsement that is your teaching assignment. Check with your school district.

Applications for renewal of a standard or professional license can be submitted nine (9) months prior to the expiration of the license either by mail or in person to the appropriate office. A non-renewable license can be renewed as a standard license at any time after all provisions on the license have been met.

This application may be mailed to the appropriate office.

Northern Office
700 East Fifth Street
Suite 105
Carson City, NV 89701
Phone: (775) 687-9115

Southern Office
9890 South Maryland Parkway
Suite 221
Las Vegas, NV 89183
Phone: (702) 486-6458

The State of Nevada Department of Education is an Equal Opportunity/Affirmative Action Agency and does not discriminate on the basis of race, color, religion, sex, national origin, age, political affiliation.

TL. RE.12.22.2011

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Fingerprint Authorization Form

Instructions

Licensure applicants may be fingerprinted at any law enforcement agency including those in U.S. territories, foreign countries, and rural Nevada. When you go to the agency to be fingerprinted, you must provide two (2) forms of legal identification (i.e., passport, driver's license, birth certificate, Social Security card, etc.). Most agencies charge a fee for fingerprinting, but it is best to call ahead to confirm the location's address, fees, and any special requirements. Use the link below for current Nevada locations where fingerprinting can be obtained.

<http://www.nvrepository.state.nv.us/fingerprints.shtml>

After you have been fingerprinted at the agency, you will be issued two (2) standard blue and white fingerprint cards (Form FD-258). Make sure that all information is completed on your cards before you leave the agency.

- ✓ Please make sure that all personal information including name, address, citizenship, social security number, sex, race, height and weight, eye and hair color, date and place of birth are typed or printed legibly in **black ink** on the fingerprint cards.
- ✓ Your signature is required on both cards.
- ✓ Fingerprint cards must also reflect the date the fingerprints were taken and the signature/signature stamp of the official taking the prints.
- ✓ Please do not fold your fingerprint cards, for they cannot be processed after they have been folded.

Fingerprint Authorization Form

(This form should be signed and submitted with the application form and two completed fingerprint cards.)

I, _____, hereby consent

Last First MI

to the examination of my fingerprints by the Federal Bureau of Investigation and the Central Repository for Nevada Records of Criminal History, and the submission of these findings to the Superintendent of Public Instruction in accordance with the requirements of the Nevada Revised Statute 391.033. Applicants shall be given the opportunity to challenge the accuracy of information obtained through the Federal Bureau of Investigation as set forth in 28 CFR 16.34.

Signature

Date

**State of Nevada
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License Renewal Application

SS# _____ License # _____ Date of Birth _____

Last Name _____ First Name _____ MI _____

Mailing Address _____

Street _____ City _____ State _____ Zip _____
Email Address _____ Phone # _____

Highest degree earned _____ Institution _____ Conferral Date _____

Omission of an endorsement—Please submit Form TL.OLE with your renewal form. If you do omit an endorsement, you will be required to pay a fee to add it back to your license. Some endorsements may require testing if dropped and later added back to the license. Do not omit an endorsement that is your teaching assignment. Check with your school district.

Please provide the information below for the credits that you will be using to renew your license.

University/PDE/Other	Course/Workshop/Seminar	Date	#Credits

Restricted Personal Data

Have you had a teaching or administrator license under review for suspension, revocation or other disciplinary action?

☐ No ☐ Yes (If yes, please attach Disclosure Form (Disclosure Form TL.DISC and court disposition documents.)

Have you been convicted, or do you currently have pending misdemeanor or felony charges?

☐ No ☐ Yes (If yes, please attach Disclosure Form (Disclosure Form TL.DISC and court disposition documents.)

Child Support Information

(Failure to mark one of the three options will result in denial of the application.)

- ☐ I **am not** subject to a court order for the support of a child.
- ☐ I **am subject** to a court order for the support of one or more children and I am in compliance with the order or I am in compliance with a plan approved by the District Attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order; or
- ☐ I **am subject** to a court order for the support of one of more children and I am not in compliance with the order or a plan approved by the District Attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.

Signature of Licensee

Date

For official use only

Receipt # _____ Renewal Fee _____ Receipt Date _____ Years of Experience _____

I have validated that the licensee has cleared all provisions (coursework, testing) for renewal.

Signature of Analyst

Date